



# School Leader Update

Iowa Department of Education

June 2008

Resources for Iowa School Leaders

## DIRECTOR'S MESSAGE

### **Iowa Core Curriculum Frequently Asked Questions**

In an effort to continue to provide you with information on the Iowa Core Curriculum, I want to address some of the questions we have been receiving from the field. We know these aren't all the answers to your questions, but it is a beginning.

In addition to what is listed below, we want to provide timely information to you on our website. Teachers and administrators are invited to post questions at:

[http://www.iowa.gov/educate/support/index.php?\\_m=tickets&\\_a=submit](http://www.iowa.gov/educate/support/index.php?_m=tickets&_a=submit). Iowa Department of Education staff will address as many as possible and will collaborate to respond with accuracy in as timely a manner as possible.

*I thought the Model Core Curriculum was voluntary. What happened?*

The word "voluntary" was removed from the legislation establishing the Iowa Core Curriculum, formerly known as the Model Core Curriculum, on May 1, 2008 when Governor Culver signed Senate File 2216 into law.

*What are the timelines for full implementation of the Iowa Core Curriculum?*

High schools are required to have implementation plans in place by July 1, 2010 with full implementation to occur by July 1, 2012. Kindergarten through 8<sup>th</sup> grade plans are required by July 1, 2012 with full implementation in 2014-2015. While these dates have been established by the legislature, the hope is that schools that are at different levels of readiness to adopt the Iowa Core Curriculum will be able to do this before those established dates. To facilitate this, schools will be provided with different "entry points" into the process based on their current readiness.

*Is it true that teachers will be mandated to teach specific lessons?*

No. The mandated Iowa Core Curriculum identifies the essential concepts and skills sets for the content areas of literacy, mathematics, science, social studies, and 21st century skills. What schools and districts are required to do is graduate students who have learned these essential concepts and skill sets through full implementation of the Iowa Core Curriculum.

The Iowa Department of Education has provided and will continue to provide support to teachers. This assistance includes offering model units for the content areas addressed in the Iowa Core Curriculum. Some model units are in the final phases of being edited while teams are just beginning the process of developing others. These are intended to serve as examples for understanding rigorous instruction to match rigorous content, but are not required.

*Does the Iowa Core Curriculum require schools to adopt specific textbooks?*

No. A specific textbook or program is not required for the appropriate implementation of the Iowa Core Curriculum.

*Will schools and school districts be accountable for implementing the Iowa Core Curriculum?*

Yes. The deadlines for implementing the Iowa Core Curriculum are established by law; the Department will determine your progress through school improvement visits and implementation plans that must be submitted to the Department.

*What kind of support is going to be provided to schools to allow them to fully implement the Iowa Core Curriculum?*

The Iowa Department of Education and area education agencies (AEAs) are currently collaborating to establish a network of individuals who will provide support to schools.

The network will provide support in two phases. The first phase will focus on school leadership. The Department and our partners are designing professional development opportunities for school leaders on the skills they will need

to implement the Iowa Core Curriculum with fidelity. This professional development will be provided from September 2008 through January 2009.

The second phase will begin in January 2009 when support will begin for school staff members. Schools will be grouped into cadres and the start date for full staff involvement will be staggered for each cadre over a year and a half.

There have been several articles in the *School Leader Update* about the Iowa Core Curriculum (please see the [January, February, and April editions](#)) that provide additional background. There is also information on our [website](#), which includes the identified skills and concepts, a short podcast, and much more. I urge you to share this information with your staff.

Judy Jeffrey

## NEWS FROM THE DE

---

### **Taiwanese Teachers Examine Iowa's Education System**

As Iowa's students move from the classroom to the workplace, they must be prepared to compete in a global economy. It is clear that students today must possess the skills and knowledge to help them succeed in this environment and they must also possess a global perspective of their world.

The Iowa Department of Education (DE) and the Taiwan Ministry of Education are working together to meet this need by providing cross-cultural experiences for both students and teachers, and by sharing education practices.

In the latest Iowa Department of Education podcast, we talk with two Taiwanese teachers who recently visited Iowa. Visit our [podcast site](#) to learn more.

## LEGISLATIVE UPDATE

---

Contact Jeff Berger at [jeff.berger@iowa.gov](mailto:jeff.berger@iowa.gov) or 515-281-3399 for questions regarding legislation or the legislative process.

### **Legislative Session Follow Up**

At this point, the legislative process is completed for 2008, and now the real work begins. This was another momentous session for education, in many ways unprecedented. The Department of Education recently sent out a Letter to the Field highlighting bill actions that will impact school districts, area education agencies (AEAs), and community colleges over the next year. A quick summary of enacted legislation related to education and the Letter to the Field sent on Tuesday, May 27 is available at <http://www.iowa.gov/educate/content/view/1414/1598/>. To view all bills that passed and did not pass, use the Legislative Update site at <https://www.edinfo.state.ia.us/web/legisupdate.asp>.

Good guidance takes some time to develop. In many cases, separate guidance on specific topics of interest will be issued. The Department will keep you informed of progress on technical assistance and guidance and asks for your patience as we work through the new expectations created by the 2008 session.

## SCHOOL IMPROVEMENT

---

### **Educational Sign Language Interpreters and Transliterators Must Hold a License**

All educational sign language interpreters and transliterators must hold a license from the Iowa Department of Public Health's Bureau of Professional Licensure. Individuals who are temporary license holders, meaning they have not yet passed one of the board approved tests, must submit a report annually to the bureau on a prescribed form found on the bureau's website (<http://www.idph.state.ia.us/licensure/>).

Temporary license holders must have proof of completing 30 hours of continuing education (3 CEUs) and include copies of certificates of completion when they submit the annual report, unless they meet the requirements of having a supervisor with required observation and consultation sessions. The first report is due by June 30, 2008, or individuals will be subject to disciplinary action.

If you have questions or need further information, please contact the Iowa Board of Sign Language Interpreters and Transliterators at 515-281-0254 or [http://www.idph.state.ia.us/licensure/board\\_home.asp?board=ihl](http://www.idph.state.ia.us/licensure/board_home.asp?board=ihl) or Marsha Gunderson at 712-366-3284 or [mgunderson@iowaschoolforthe deaf.org](mailto:mgunderson@iowaschoolforthe deaf.org).

### **Professional Development for Iowa School Leaders Website Project**

The Professional Development for Iowa School Leaders website project (<http://iowaschoolleadership.org>) makes it easier for Iowa school leaders to find the professional development they need to help improve student achievement. It is a one-stop resource to locate professional development available from some of Iowa's foremost providers.

Nine Iowa organizations are charter members of the project and are posting professional development opportunities that they sponsor. The partners are area education agencies, the Iowa Association for Supervision and Curriculum Development, the Iowa Association of School Boards, the Iowa Association of School Business Officials, the Iowa Council of Administrators of Special Education, the Iowa Department of Education, the Iowa Leadership Academy, the Iowa Superintendents Finance and Leadership Consortium and the School Administrators of Iowa.

Each opportunity listing provides summary information that includes activity description, intended audience, standards for school leaders addressed, intended outcomes, evaluation method, date, time, location, how to register, any credit options, contact persons, e-mail addresses and links for more information.

### **Competent Private Instruction/Home Schooling Deadline for Reporting Student Progress**

The Competent Private Instruction/Home Schooling deadline for parents to report the results of standardized tests or portfolio evaluations to the resident district is June 30. Districts shall submit form C-1 (found on page 21 of the CPI handbook) to the Department of Education (DE) for each student who has a national percentile rank of 30 or below in any one of the test areas indicated **OR** who has less than 6 months progress on national grade equivalent from one year to another. (See 299A.6 for further details)

Districts shall **NOT** report test scores to the DE for students who are served by licensed teachers, who were younger than age 7 on September 15, or older than age 16 of the current school year. For additional information, contact Elizabeth Calhoun at [elizabeth.Calhoun@iowa.gov](mailto:elizabeth.Calhoun@iowa.gov) or 515-281-8170.

### **Educators Encouraged to Volunteer for Site Visit Teams**

Iowa educators are encouraged to volunteer to participate in the Iowa Department of Education (DE) school improvement site visits scheduled for the 2008-2009 school year. The site visit team member invitation is located at <http://www.iowa.gov/educate/content/view/495/542/>

For technical assistance, contact Elizabeth Calhoun at [elizabeth.calhoun@iowa.gov](mailto:elizabeth.calhoun@iowa.gov),

### **Students will Build Career and Education Plans through Iowa Choices**

Governor Chet Culver signed into law Senate File 2216 concerning state and local measures for preparing students for a career or postsecondary education. This bill enacts the Iowa Core Curriculum for school districts and accredited nonpublic schools incorporating the state designated career information and decision-making system.

The Department of Education (DE) and the Iowa College Aid Commission will host webinars (seminars conducted via the Web) introducing the benefits of the Iowa Choices system to school superintendents, principals and other educators on June 17, 2008, from 2 p.m. to 3 p.m. and on June 18, 2008, from 10 a.m. to 11 a.m. To register for a webinar, please use one of the following links:

**June 17 at 2 p.m.** <https://www1.gotomeeting.com/register/244452993>

**June 18 at 10 a.m.** <https://www1.gotomeeting.com/register/419072938>

For information on Iowa Choices visit the DE website at <http://www.iowa.gov/educate/content/view/261/400/> or contact Linda Berg at [linda.berg@iowa.gov](mailto:linda.berg@iowa.gov) or 515-242-5032.

### **Special Education Law Conferences**

The Iowa Department of Education (DE) is co-sponsoring two conferences on special education law during the fall of 2008. The first will be held on October 16 in Altoona, and the second will be held on November 6-7 in Omaha. A third conference will be held during the spring of 2009 in the eastern half of the state with the date and location to be announced in an upcoming issue of the *School Leader Update*.

Please contact DeeAnn Wilson ([DeeAnn.Wilson@iowa.gov](mailto:DeeAnn.Wilson@iowa.gov) or 515-281-5766) or Thomas Mayes ([Thomas.Mayes@iowa.gov](mailto:Thomas.Mayes@iowa.gov) or 515-242-5614) for more information.

## LEGAL LESSONS

The contact for all Legal Lessons items is Carol Greta, [carol.greta@iowa.gov](mailto:carol.greta@iowa.gov); 515-281-8661.

## Education of Immigrant Children

In 1982 the U.S. Supreme Court held that the Equal Protection Clause of the Fourteenth Amendment was violated by a Texas law that authorized public school districts to deny enrollment to children not "legally admitted" into the United States. That holding, in *Plyler v. Doe*, 457 U.S. 292 (1982), was dependent on the Court's conclusions that illegal aliens are "persons" who may claim the benefit of the Equal Protection Clause; that no substantial interest of the State of Texas was furthered by discriminating against children who had no control over their parents' conduct nor their own undocumented status, but who would be disadvantaged for a lifetime if denied a public education; and that this law was not an effective means of dealing with the State's interest in preserving its limited educational resources because prohibiting employment of illegal aliens presented a better alternative to dealing with an influx of illegal immigrants.

*Plyler* is still controlling law today for all states. That case begs the question of the difference between immigrant and non-immigrant students.

**Immigrants (adults and children) come to the U.S. with the intention of making this country their permanent home. Other than for occasional visits, immigrants have no intention of returning to their countries of origin. Schools may not question immigrant students as to their "legal" status and may not demand their "documentation." Pursuant to *Plyler v. Doe*, public school districts shall provide these students, assuming they meet residency requirements, with tuition-free educations.**

On the other hand, there is no obligation of public schools to provide a tuition-free education to non-immigrant students. The most common categories of non-immigrant students are foreign exchange students (typically holders of J-1 visas) and non-exchange students (F-1 visa holders) living with relatives other than parents. The common thread for the examples given is that the students are not living with their parents and that they hold visas. To obtain a visa, the student must sign an application stating that s/he is a resident of a country other than the U.S. and *intends to return to that other country*. [If the student is not living with parents, a school may ask for their visa status because that student is presumed to not be a resident of *the district* just as any citizen of the U.S. is not presumed to be a resident of *the district* if living in the district without parents. A district could be delicate about it...asking "is this your host family through a Foreign Exchange Program?"]

Non-immigrant students not only may be asked for their visas, but must be asked by school officials for their visas. This is because schools are required by federal law to charge tuition of those who hold an F-1 visa. Schools are also required to fill out an I-20 form before a student with an F-1 visa can be enrolled with the school. (This is a form of the federal Department of Homeland Security, DHS. This is not a form from the DE. Start at <http://www.dhs.gov/ximgtn/>.)

A student who indicates that s/he has no visa is an immigrant and cannot be further questioned by school officials. The federal government (DHS) does not require any school to request immigration status.

The federal government (DHS) does not require schools to report to the government if they know a student is undocumented. DHS may require schools to report to the government about students who are here on a student visa but who may be in violation of the terms of their visa.

## Lessons from Recent ICE Raids

Even for those communities that do not have a sizeable immigrant population, there are universal lessons from the 2006 Marshalltown and 2008 Postville ICE (Immigration and Customs Enforcement) actions.

### 1. Records Requests

- a. *No subpoena*. If local law enforcement (usually wanting to be helpful to ICE) make a request — either written or oral — for names and addresses of students, there may or may not be an obligation to comply. Does your school list names and home addresses as "directory information?" If yes, this is public information that must be given to law enforcement under Iowa law (Iowa Code section 22.7). If names and home addresses have not been designated by the school as directory information, there is no obligation to comply. Two additional cautions:
  - i. If a parent has exercised the opt out option, DO NOT release the name and address of that parent's child.
  - ii. This is a good opportunity to remind schools again that directory information, especially for elementary schools, may be defined to include NOTHING. (High schools probably need to include names as directory information in order to publish honor rolls, sport rosters, etc. No such need may exist for younger students.)

- b. *Subpoena from state agency.* If, as an example, Iowa Workforce Development, presents a lawful subpoena for student records, the district must comply. Unless a court has ordered otherwise, the district may give families notice of the subpoena and of the nature of the requested records. Remind students and their families that districts cannot ask whether students are in the United States legally, so nothing in school records will prejudice the student.
- c. *Subpoena from federal agency.* If, for example, ICE subpoenas school records, have the district's attorney review the subpoena as soon as possible. If the subpoena is issued under certain provisions of the USA Patriot Act (which stands for the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001), the district may be prohibited from giving a "heads up" to families or any persons other than the district's attorney about the subpoena.

*With any request for records, contact the district's attorney. But this is especially crucial when the district receives a subpoena for records.*

## 2. Access to Students

If ICE or local law enforcement come to a school and request to see a student, there is no requirement that school officials comply with such a request if the request is made verbally. If the federal or state officials have a court order, contact the school's attorney to have him/her review the order.

## 3. Counseling for Students

Perhaps the most tangible benefit districts can provide to students is counseling after a raid has occurred. Even students whose families are not directly affected will be traumatized.

## 4. Provide Normalcy

Keep the school open for all regular hours for all events, including extracurricular activities. Students whose lives are otherwise disrupted need an island of normalcy; the school can provide that role.

## No Changes to Transfer Student Ineligibility for Sports

The bill that was pending in the Iowa Legislature that would have paved the way to expand the period of ineligibility for transfer students from 90 consecutive school days to a full year of school did not pass. Therefore, open enrollment students and all other transfer students who do not meet an exception are still ineligible for *varsity level* interscholastic sports for their first 90 school days at their new school. Nothing has changed. This information is provided to schools solely because many schools were aware that a change was looming, and now such a change no longer looms.

## School Elections

The Department of Education does not govern school elections, and this item does not imply anything to the contrary. There is a very helpful link on the Secretary of State's website that school districts and community colleges may find helpful as they study the recent changes to school election law. Here is that link:

<http://www.sos.state.ia.us/elections/electioninfo/SchoolElections.html>

## Refunds: Do's and Don't's

This is the time of year when schools have questions about leftovers. Not food leftovers; left over *money* in a student's meal account or unused punches remaining on a meal ticket. **Schools have no statutory authority to retain any overages, no matter how small the amount.** Therefore, the following set of guidelines addresses these questions:

- What must a school do at the end of a school year with money that remains in a student's meal account or unused punches on a meal ticket?
  - If a student will be returning to the school the next school year, any remaining money or unused punches must accrue to the benefit of the student for use the next fall. If meal prices will be increasing for next school year or differ between grade levels, it may be best to refund any remaining ticket value unless the district chooses to honor outstanding punches for a meal even though the cost of those meals is now higher.
  - If a student has graduated or will otherwise not be returning, the school must refund the money to the student's parent or guardian. The parent/guardian paid the money in return for certain

- goods — the meals. The school may not keep any part of the money if it has not provided all of the purchased goods. To do so is *theft*.
- What if the amount remaining in the account is just a few cents?
    - The amount is irrelevant. The money is the property of the parent, not the school.
  - May a school have a policy to the effect that a refund will be made upon request of a parent/guardian/adult student?
    - No. The school cannot put the burden of requesting a refund (for what belongs to the parent anyway) on the parent. The school could give parents the option of receiving a refund or making a donation of the remaining money to the school, but cannot sit back and wait for a parent to make the first move.
  - How is the remaining money to be returned?
    - This can be done at the discretion of the school, as long as the means are reasonable. Different circumstances will determine whether it is reasonable to send a check home with a student vs. mailing the check to the parent. If a school sends cash home with a student, the school should take some common sense steps such as documenting that it has done so, putting the money in an envelope with the parent's name on it, making sure that other students are not aware that a student will be carrying home cash, etc. Carefully consider the age and maturity level of the student, as well as safety factors (will this make the student a target of thieves?), before sending cash home with a student.
  - What about students who are “no shows” with no notice to the school?
    - Once a school is reasonably certain that a student will not be returning, the school needs to take reasonable steps to ascertain a forwarding address. If another school makes contact to ask for the student's records, work with that school. If no other school makes such contact, the school holding money that belongs to the student's family may have to work with other public officials (city hall, e.g.) to try to locate the family.
    - If, after making reasonable attempts, the school cannot locate the family, the school should ask its accountant and/or auditor how to handle the funds that remain in the student's account.
  - How are schools to handle the issue of lost tickets?
    - Students — of all ages! — lose things. If a school can figure out from its records how many punches are remaining on the ticket, the school may issue a replacement, but this is at the discretion of the school. It may not be unreasonable for the school to say “sorry” and require that a new ticket be purchased.
  - What rights does a school have when the family owes the school money?
    - When parents or guardians owe money for meals, a school has but one option — to file a small claim against the parent or guardian. (Of course, this follows letters and phone calls to appeal to the adult to make payment.) Presumably, if the family does not qualify for free or reduced meals, the family has the wherewithal to pay for the meals. A school may want to offer to have the family apply (or reapply) for f/r meals.
    - Once certain that the ability to pay is not an issue, it is relatively painless to file a small claim. The clerk of court in the county in which the family resides has all the forms a school needs. The filing fee and service fee (the clerk will take care of service, which is usually via certified mail) are approximately \$50, and the parent/guardian will be ordered to reimburse the school for those amounts if judgment is entered in favor of the school. Someone from the school must appear at the small claims hearing, so there is an investment in someone's time. But a school may not punish the student by withholding a report card, for example. There is no legal obligation to feed a student whose parent/guardian has not purchased meals. Use good judgment here; younger children need the nutrition and cannot be held to account for the actions or inactions of the adults in their lives.

## EARLY CHILDHOOD PRESCHOOL PROGRAMS

### Statewide Voluntary Preschool Program for Four-Year-Olds Grant Applications

Applications for Year 2 were due May 9. A total of 161 applications were received, but postmarked applications within timeline will continue to be accepted.

All applicants will be notified via e-mail on June 9, 2008. The complete list of awarded districts will be posted on the Department of Education website. Awarded districts will be asked to bring a team to the Statewide Voluntary

Preschool Orientation Meeting on June 25 at Stony Creek Inn, Johnston. Registration information for this meeting will be emailed to awarded districts.

## FUNDING AND GRANTS

---

### Update on Title V for 2008-09

The U. S. Department of Education budget for 2008-09 does not include an allocation for Title V, Part A (Innovative Education Programs). Title V-A, however, has not been eliminated. To learn what the implications are for Iowa districts, additional information is available on the Department of Education's website at <http://www.iowa.gov/educate/content/view/627/555/>.

Questions regarding Title V-A should be directed to Kent Ryan at 515-242-6242 or [kent.ryan@iowa.gov](mailto:kent.ryan@iowa.gov).

## STUDENT HEALTH AND NUTRITION

---

### Last Call for New CNP2000 System Passwords for Public Schools

The Department of Education is in the final stages of converting the passwords used when submitting school food service claims for reimbursement and for accessing the electronic direct certification. On or about June 1, the old passwords cannot be used to submit May claims for reimbursement.

The old passwords (in this format: cn9999) were issued to a district and were expected to be shared among district employees. The new passwords (in this format: 1XX99990000) have been issued to specific district employees and are **NOT** to be shared. The new passwords were issued to allow authorized district employees, who agreed to abide by a confidentiality assurance statement, to access electronic direct certification files.

Contact Nancy Christensen at [nancy.christensen@iowa.gov](mailto:nancy.christensen@iowa.gov) or 515-281-5663, if your district has not been accessing the electronic direct certification files, has not been using the new passwords for all operations, or has been experiencing problems with the new passwords.

## DATA AND REPORTING

---

### National Assessment of Educational Progress (NAEP) 2009 Update

Notification letters have been distributed to all districts and schools selected to participate in NAEP for 2009. The NAEP 2009 assessment will be administered in reading, mathematics, and science in grades 4, 8, and 12. Four hundred forty-five schools in 234 districts were chosen including 187 schools chosen for grade four, 134 schools for grade eight, and 124 schools for grade twelve.

The NAEP assessment window for 2009 will be January 26 to March 6, 2009. In the fall of 2009, the results from the reading and mathematics assessment will be reported in *The Nation's Report Card*. Results from the science assessment will be reported later. For the first time in the history of NAEP, we will also receive a report on our state's grade 12 achievement.

Visit the NAEP website at <http://nces.ed.gov/nationsreportcard> for complete information about the assessment, sample questions, previous results, and other NAEP publications. Contact Dianne Chadwick, the Iowa NAEP Coordinator, at (515) 281-3718 or [dianne.chadwick@iowa.gov](mailto:dianne.chadwick@iowa.gov).

## CALENDAR

---

### Deadlines and Dates to Remember

- |               |   |
|---------------|---|
| June 9, 2008  | Statewide Voluntary Preschool Program for Four-Year-Olds Grant applicants notified of award decisions   |
| June 17, 2008 | Iowa Choices Webinar at 2 p.m.<br>Register at <a href="https://www1.gotomeeting.com/register/244452993">https://www1.gotomeeting.com/register/244452993</a> |

- June 18, 2008 Iowa Choices Webinar at 10 a.m.  
Register at <https://www1.gotomeeting.com/register/419072938>
- June 25, 2008 Statewide Voluntary Preschool Orientation Meeting at Stony Creek Inn, Johnston attended by awarded districts
- June 30, 2008 Deadline for competent private instruction parents to report the results of standardized tests or portfolio evaluations to the resident district

You can view a complete Iowa Department of Education calendar of events at <http://www.iowa.gov/educate/calendar/calendar.html>.

*SCHOOL LEADER UPDATE is produced monthly by the Iowa Department of Education for school leaders of Iowa. Comments and submissions should be sent to Elaine Watkins-Miller at [elaine.watkins-miller@iowa.gov](mailto:elaine.watkins-miller@iowa.gov) or 515/281-5295.*

*It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).*

*If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312/730-1560, fax 312/730-1576, email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).*